Lane Community College

Management Professional Development Funding Request

# **CONFERENCES, WORKSHOPS, SHORT-TERM TRAINING**

Please use this application for conferences, workshops and short-term training, as described n the Management Employees Working Conditions, Section 6.4.3. <http://www.lanecc.edu/hr/management-working-conditions>

**In submitting this application, you certify that you have obtained the approval of your supervisor.**

The maximum annual allocation per manager for these requests is $1500. Managers should attempt to secure funding for amounts in excess from other sources.

Fill in the required information on the form below and submit completed form via email to the Management Professional Development Committee (MPDC): [**mpdc@lanecc.edu**](mailto:mpdc@lanecc.edu)

**Submitted requests will be reviewed after the 15th of each month and a response will be delivered by the 25th of that month.** If your application for funding is approved, and your plans change or you are unable to complete the activity, please notify MPDC as soon as your plans change.

**After your funding request has been approved …**

**Please submit reimbursement paperwork for travel or P-Card spending to the MPDC Chair within 2 weeks after the event, as follows:**

**All reimbursement requests must be submitted within two weeks after you have traveled. Follow instructions on MPDC Reimbursement Request Formp**

**Personal Reimbursement:** please complete the Travel Reimbursement section of the Travel Request form and attach all receipts for which you are requesting reimbursement. Send this to the MPDC Chair within 2 weeks after travel.

**P-Card reimbursement**: Within two weeks after you have traveled, submit a P-Card reimbursement request to the MPDC Chair by completing an Inter-Campus Order (ICO) indicating the FOAP to be credited and actual amount spent. Include a ***copy*** of the P-card statement along with a ***copy*** of the original invoices and any other supporting documentation that typically would be attached to your P-card statement.

MPDC Conferences, Workshops, Short-term Training Funding Request Form

**Please refer to Section 6.4.3 of the Management Employees Working Conditions**

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| ***In submitting this application, I certify that this activity is approved by my supervisor*** | | |
| Applicant’s Name: | Phone: | |
| Department/Division: | Title: | |
| Activity ***(Please spell out acronyms)***: | | |
| Location: | | |
| Activity Date(s): | | |
| If funding for this request is being supplemented by accounts other than MPDC:  Dept. FOAP:       -       -       -  Amount:       (enter the amount provided from *other* sources) | | |
| **Describe concisely and completely how this activity will improve your ability to do your job at Lane, and how the college will potentially benefit from your participation in this activity**. | | |
| **COSTS:** See <http://www.lanecc.edu/cops/travel.htm> for college policy and procedures for travel  Please identify ALL costs for your activity, then specify the amount you are requesting from MPDC funds. | | |
| **Transportation**  Use of personal car is paid current College mileage rate - <http://www.gsa.gov/portal/content/100715>  Cost for vehicle is total roundtrip miles X mileage rate. | | $ |
| **Registration** | | $ |
| **Meals and Incidentals (M&I)**  Please use the GSA daily rate for your destination X the number of whole days at your destination. Days during which you are traveling are paid at 75% of the M&I rate.  See <http://www.gsa.gov/perdiem> for list of rates. | | $ |
| **Lodging**  Please use the GSA nightly rate X length of stay.  See <http://www.gsa.gov/perdiem> for list of rates.  *Please include a rationale here if nightly lodging exceeds the per diem rate*: | | $ |
| **Other** expenditures (explain): | | $ |
| **Total Cost** of Activity: | | $ |
| **Funds from sources other than MPDC:** | | $ |
| Funds requested from MPDC (up to $1500/person/fiscal year): | | $ |
| **List FOAP for budget location where funds should be transferred if request approved:**  **Dept. FOAP:**       -       -       - | |  |

**To submit completed application, send it as an attachment to** [**MPDC@lanecc.edu**](mailto:MPDC@lanecc.edu)

Revised 9-4-2014 MP